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**From:** Production Workflow Mailer (EPRD) [eprd.mailer@tpcgrp.com]  
**Sent:** 12/23/2019 3:42:13 PM  
**To:** Loesel, Matthew [loesel.matthew@epa.gov]  
**Subject:** FYI: Year End Reminder

Oracle Workflow Notification (FYI)

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Happy Holidays!

In an effort to close out 2019, TPC needs all invoices uploaded into the iSupplier portal system no later than noon on Monday, January 6, 2020.

Please ensure your invoices are properly prepared, contain the correct PO #s, are matched to the appropriate PO lines, and include all supporting documentation.

If you should have any issues uploading invoices into the portal please contact the iSupplier mailbox; [isupplier@tpcgrp.com](mailto:isupplier@tpcgrp.com).

If you have any questions regarding the AP process, please contact [APIinvoice@tpcgrp.com](mailto:APIinvoice@tpcgrp.com).

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